



***State of Washington  
Department of Transportation  
Notice to Consultants  
On-Call Peer Trauma Support Program***

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered for services for Peer Trauma Support on an On-Call basis for WSDOT's Northwest Region. The approximate dollar value of the consultant agreement will be \$15,000. WSDOT may award one (1) agreement. The agreement will be for three (3) years in duration with an option to extend it for one (1) additional year.

**Project Description**

WSDOT desires to obtain licensed professional services to assist the Northwest Region's coordination of the workplace trauma program and provide services on an On-Call basis. This program trains State employees to respond quickly to the emotional and psychological effects of work-related trauma incidents. This agreement will include the training of newly selected Peer Trauma Support team members, as well as on-going support, coaching and training updates for all team members. In addition, the selected firm or individual will be requested to be available on short notice in the event that an emergency arises. This project requires expertise in workplace trauma support programs.

**Evaluation Criteria**

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for each of these projects. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firms on Team;
2. Qualifications of Proposed Professional(s);
3. Firm's Project Management System (Prime Consultant Only);
4. References/past performances (Prime Consultant Only); and
5. Cost Factors (Prime Consultant Only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

WSDOT may conduct interviews during the selection process, but selection can be made based on information provided in the submittals without an interview phase.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested as well as a point value assigned to each criterion.

**Submittals**

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation.



The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 3.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 4 and 5; and
- Your Submittal Information Packet forms.

The page limitation does not apply to the front and back covers of "Packet A" and "Packet B" is not included in the page limitation either.

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications and your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your "Packet A" and one (1) copy of "Packet B", whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Thursday, October 14, 2004:

Mr. Michael B. Rice  
Director, Consultant Services  
Washington State Department of Transportation  
Capital View II Building, 2<sup>nd</sup> Floor  
724 Quince Street SE  
Olympia, WA 98504-7323

Note: Please be aware that if you mail your submittal utilizing the United States Postal Service (USPS), an additional two (2) working days will be added to the delivery time due to the fact



that all State Agency mail must go through an internal Campus Mail system first before it reaches its final destination. Submittals mailed via USPS, including next day deliveries, must account for this added delivery time in order for the submittal to reach the Consultant Services office by the due date and time.

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7147. All questions regarding the technical aspect of this request should be directed to Ms. Meg Blau, Project Contact at 206-440-4685.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Thursday, September 23, 2004, and Thursday, September 30, 2004.

Submittal Due Date: Thursday, October 14, 2004.